

**MINUTES**  
**QUINCY NATURAL FOODS CO-OP BOARD OF DIRECTORS**  
**REGULAR MEETING**  
January 19<sup>th</sup>, 2021

**Time:** 5:01 pm Meeting called to order by Rachel, President

**Location:** Zoom Meeting

**Board members present:** Rachel Bauer, Amy Napoleon, Gia Martynn, Aubrey Pickerell, Wayne Cartwright, Piers Strailey, Vanessa Vasquez.

**Board members absent:**

**Minutes taken by:** Amber Hughes

**Also present:** Lucinda Berdon IGM, Amber Hughes, Marketing & Member Services, Irene Kling, Finance Manager.

**Welcome guests:** Nance Reed, Kelly Williamson, Marcie Wilde, Angie Gornik, Michael Rodriquez

**Open Forum/Announcements:** 3 guests introduced themselves. Angie Gornik joined the meeting to network about healthy food access and her position with California health collaborative.

**Approval of January 19<sup>th</sup>, 2021 Agenda:**

Rachel motioned to approve; Amy seconded. Agenda approved. Vanessa abstained.

**Approval of November 18th, 2020 Minutes:**

Rachel motioned to approve; Wayne seconded. Minutes were approved without changes.

**Board Education:**

Volunteer director: Piers presented and discussed the topic of, “New GMs and What They Need”.

**Upcoming board education:**

**February – staff member**

**March – Wayne How the coop movement started**

**April – to be determined**

## **May – Member of management team**

### **Manager's Report:**

The general manager's report for Nov-Dec 2020 was discussed and the board accepted the report. Discussion included: Sales are up or stable and banking accounts are stable. We are participating in the work force alliance webinar to recruit employees. NCG is rolling out additional supplier starting in April; we should see more reliable product availability. In March we are participating in a coupon drive, with a promotional mailer every week. Training is on management's radar and discussions are being held on implementation

### **Old Business:**

- **Election update:**  
Elections begin on March 1<sup>st</sup>. The election handbook was updated. Tuesday January 26<sup>th</sup> is prospective candidate Q&A night. 2 seats are open for this election. Candidate applications are due February 8<sup>th</sup>.
- **Policy governance update:**  
No updates

### **New Business:**

- **3<sup>rd</sup> Quarter Financial Report:**  
Finance committee meet and reviewed 3<sup>rd</sup> quarter report. Gia motioned to approve; Vanessa seconded. 3<sup>rd</sup> quarter report was approved. Q3 showed improvement over Q2. Lucinda provided information about co-op assets, we are in a good position to invest in the business. We will be applying for another PPP loan.
- **Board self-evaluation:**  
Rachel will send out a survey; the plan is to review them at February meeting. Rachel is collaborating with Board development chair, Vanessa, on this task.
- **Membership monthly message:**  
Jan - Amy  
Feb - Vanessa  
March - Rachel  
April – Gia

- **Upcoming all staff meeting:**

**Committee Reports:**

- **Board Development:**  
BOD elections and self-evaluation are tasks at hand.
- **Membership:**  
Did not meet. Next meeting TBD.
- **Finance:**  
Met Jan 16<sup>th</sup> and discussed 3<sup>rd</sup> quarter report. Next meeting TBD.
- **Policy:**  
Did not meet. Next meeting TBD.
- **Executive:**  
Did not meet. Next meeting Jan 27<sup>th</sup>.
- **AD HOC**  
Met 5 times in December and 3 times in January to conduct interviews and discuss GM hiring process.

**Closing:**

**Review Decisions, Tasks, Assignments:**

- Vanessa will write the Feb Message; Rachel will write for March.
- Board Education for February will be a staff member, Lucinda will follow-up.
- Rachel will email the self-evaluation survey link to fellow Board members, response due Feb 8<sup>th</sup>.

**Review Board Calendar:** The board calendar was reviewed.

**Next BOD Meeting:** February 16th, 2021 in Quincy or online

**Summary for Employee Memo:** Rachel will email Lucinda.

**Adjourn Meeting:**

Rachel motioned to adjourn the meeting; Vanessa seconded. The meeting was adjourned at 6:01 pm.

**Closed Session:**

Closed session was held. The board approved a motion authorizing the GM to pursue a business opportunity.

Note: The Member Services Coordinator makes approved changes to the prior meeting's minutes and forwards the final version to the board secretary and the board president. The secretary posts the final minutes in the board Dropbox, and the Member Services Coordinator posts in the store and on the QNFC web site.